

Job Announcement

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Opening Date:	December 4, 2014	Closing Date:	December 18, 2014
Job Title:	Administrative Assistant III	Position Type:	Regular Full Time
PIN:	000499	FLSA Status:	Non-Exempt
Location:	State Board of Law Examiners Annapolis, Maryland	Grade/Entry Salary:	J08 \$34,039- \$40,425 (Depending on Qualifications)
Financial Disclosure:	No		

Regular State employees are subject to promotion/demotion policy

Essential Functions: The Administrative Assistant III serves as the Character Committee Operations and Investigations Specialist. This position is responsible for coordinating with Character Committees for the Seven Appellate Judicial Circuits in the investigation of character and fitness for applicants for admission to the Maryland Bar. In addition, this position maintains records tracking the process of individual investigations, communicates with representatives of the Character Committees, prepares reports for the Court of Appeals of Maryland, reviews bar applications to ensure that applicants meet educational eligibility standards and to identify any issues requiring special investigation. The incumbent also organizes completed files, coordinates records retention, submits approved files for successful applicants to the Court of Appeals of Maryland, assists with data entry of examination grades and mailing of pre-exam information and post examination notices of results, as well as advises law students and practicing attorneys on bar application procedures, including eligibility standards. This position will perform all other duties as assigned.

Education: High School Diploma or GED.
Experience: Three years of clerical, secretarial, or administrative experience which must include proficiency with using Microsoft Office products (e.g. Word, Excel, etc.).
Preferred: Prior experience interacting with the public. Experience in formal and legal record keeping of documents and with a web-based database system.
Notes: Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Skills/Abilities: Knowledge of general office practices, office equipment, and business English. Excellent interpersonal skills including ability to elicit cooperation from external offices by using tact and persistence. Excellent verbal and written communication skills to include the ability to compose correspondence using proper grammar, spelling, and punctuation. Ability to work autonomously, multitask, confirm and comply office priorities, and work efficiently under deadlines. Ability to communicate effectively with high ranking officials, attorneys, etc. Proficiency with Microsoft Word and Excel. Ability to learn and operate the Board's proprietary electronic Bar application ("eBar") system. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN. You may also include with your application, a cover letter and resume. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
 Human Resources Department
 580 Taylor Ave, Bldg A1
 Annapolis, MD 21401
 Email: jobs@mdcourts.gov (Zip files will not be accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.